Software version F8.x
May 2011

User Guide
TANDBERG MXP Series
Video Endpoints

Thank you for choosing TANDBERG!

TANDBERG video conferencing offers the natural communication experience of a face-to-face meeting in ways that other technologies cannot.

Your TANDBERG MXP video endpoint has been designed to give you many years of safe, reliable operation.

This user guide has been divided into several chapters, all of which provide different information. You can access the chapters directly by clicking on the menu bar at the top of this page.

You will find that some places information has been copied from other chapters (but adapted, when needed) to let you have all the relevant information there and then. This helps eliminating the need to read through long sections before you can even think of getting started.

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Chapter 1

Getting started

In this chapter...

- Waking up the system
- The remote control (I)
- Navigating in the menus
- Entering text in text fields
- Terminology used
- Selfview and camera control
- Defining camera presets
- Using the screen as PC display
- Standby
- The icons on the screen

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Waking up the system

To make a call you need to wake up the system from standby

Pick up the remote control

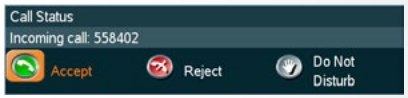
To wake up the system just pick up the remote control or press any key. You may have to point the remote control towards the system to make it discover you.

The system will now show the welcome screen.

Even incoming calls wake up the system!

The system is in standby mode whenever it is not used. The screen is then black. Any incoming call will wake up the system from standby.

There are some restrictions to this if the ▶ Using Do not disturb function has been activated.



If the system fails to respond

Should the system fail to respond, make sure that:

- The system is connected to line voltage
- The remote control has working batteries.

The welcome screen

The name that your system has been given.

The IP number of your system is the dial-in number of your system.

The main menu.

The orange frame shows which icon is currently selected.

Any calls missing or other warnings will appear here.

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The remote control (I)

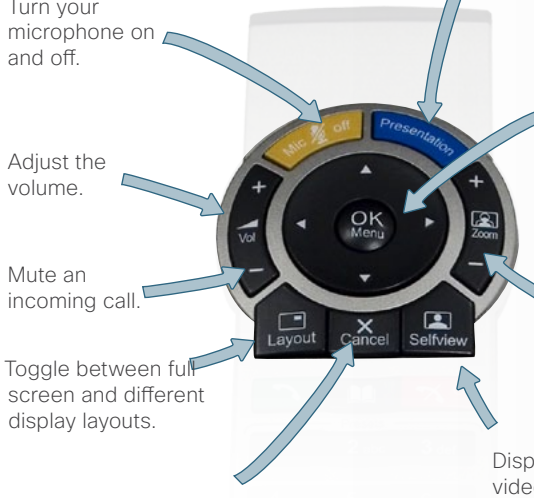
Don't let the number of keys on the remote control confuse you. The system is quite simple

THE REMOTE CONTROL

The upper part of the remote control is used to handle the video part of the call...

...while the lower part of the remote control resembles very much the keypad of a mobile phone.

THE UPPER PART



Switch to a predefined presentation source. If the key is held down for 1 second then the **Presentation video sources** menu will appear.

Turn your microphone on and off.

Arrow keys are used to navigate in the menus. Press ***OK*** to show the menu and to select menu items.

Adjust the volume.

Mute an incoming call.

Zoom the camera in and out.

Toggle between full screen and different display layouts.

Display your outgoing video. Press again to return.

Takes you back one step in the menu system, i.e. to leave a menu undoing any changes. Use the key to delete characters in an input field. Press and hold the key for 1 second to close the menu.

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The remote control (II)

Don't let the number of keys on the remote control confuse you. The system is quite simple

THE NUMERICAL KEYPAD

You may predefine camera positions to be used during a call. Presets do not apply to systems with fixed or manually moved cameras.

Take a snapshot, but only during a call.

Press ***Touch tones*** when you are in a call and need to dial extension numbers etc. Press the ***OK*** button to exit **Touch tones**.

THE CALL CONTROL KEYS

Press the ***Call*** key to place a call.

Use the ***Phone Book*** to store and recall video contacts for easy placement of calls.

Use the ***End Call*** key to end the current call. Pressing this key when not in a call will put the system in Standby mode.

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Navigating in the menus

Your TANDBERG system is operated by means of the remote control and a few basic navigation principles

THE MAIN MENU

This is called the main menu.

The orange frame indicates the icon currently selected.

THE ARROW KEYS

Use the four ***Arrow*** keys to navigate between icons in a menu.

NAVIGATE IN THE MENU

Moving about the menu using the ***Arrow*** keys.

ENTERING SUBMENU

The **OK** key is used to enter the submenu of an icon.

LEAVING A MENU

Save. Select this icon and press **OK** to leave menu putting changes into effect.

Cancel. Select this icon and click **OK** to leave menu undoing any changes.

SUBMENUS

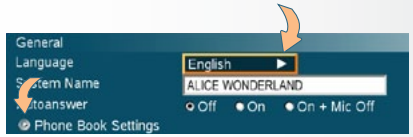
Once you have navigated to a topic of interest, press **OK** to select that topic. You will then enter the corresponding submenu.

The cursor position (the menu item selected) is again indicated by an orange frame.

GOING FURTHER DOWN IN THE HIERARCHY

All menu items having an arrow appended allow you to go further down the hierarchy and enter another submenu.

Press the **OK** key to go further down in the hierarchy.

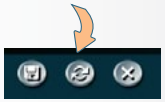


RADIO BUTTONS

Some choices consist of radio buttons. Use the **Arrow** keys to navigate and press **OK** to select a setting.

RESTORE DEFAULTS

Restore default. Select this icon and click **OK** to restore default settings.



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Entering text in text fields

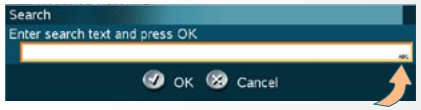
Some menu fields expect text information to be entered

The need for text

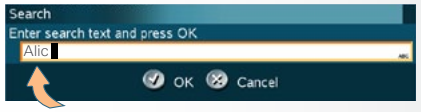
Apart from the need to enter the number or identity of the person you want to call, you will also–among other things–need this ability to search and maintain your list of contacts in the phone book.

When number keys are pressed

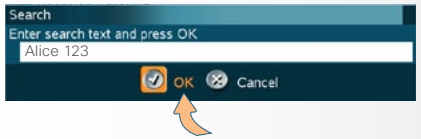
- Pressing a number key outside calls will produce the **Call** menu.
- Once positioned inside an entry field expecting text entries, the system automatically switches to text mode (**ABC**). Entering letters is similar to as on a cellular phone–see right.
- Once positioned inside an entry field requiring number entries, the system automatically switches to **123** mode allowing numbers to be dialed with the number keys as usual.



The type of entry expected is shown here as either **abc**, **ABC** or **123**.



Key in the letters using the lower part of the remote control. Use the ***Cancel*** key to erase incorrect inputs.



Press the ***OK*** key or navigate down to the **OK** icon and press ***OK*** to leave the menu, putting changes into effect.

Press the ***Cancel*** key or navigate down to **Cancel** and press ***OK*** to leave the menu undoing any changes.

Using number keys in text fields

Whenever text entries are expected by the system, a small **abc** or **ABC** appears in the right lower corner of the entry field. For entry fields expecting numbers, **123** will appear instead. In text mode, entries from the number keys are automatically interpreted as text entries in the same way as on a cellular phone.

Guidelines:

- Press the key that corresponds to the required letter as many times as needed to produce that letter.
- Switch between lower case (**abc**) and upper case (**ABC**) letters with the ***# a/A*** key.
- Switch between text mode (**abc**) and number mode (**123**) by keeping the ***# a/A*** key depressed for more than a second.
- To insert space, press the ***0***␣ key.
- To insert the **@** sign, press the ***1***-key twice, while the keypad is in text mode.
- To insert the **.** sign, press the ***.***-key once, while the keypad is in number mode.
- To write digits and numbers in a text input field, repeatedly press the corresponding key until the digit appears.

Example: How do I write **Alice 123** in the **Search** input field in the phone book?

Do as follows:

1. Press the *2*-key once to get an **A**.
2. Press the *#*-key once to switch between upper case and lower case letters.
3. Press the *5*-key three times to get an **l**.
4. Press the *4*-key three times to get an ***i***.
5. Press the *2*-key three times to get a **c**.
6. Press the *3*-key twice to get an **e**.
7. Press the *0*-key once to get space.
8. Press the *1*-key three times to get a **1**.
9. Press the *2*-key four times to get a **2**.
10. Press the *3*-key four times to get a **3**.

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Terminology used

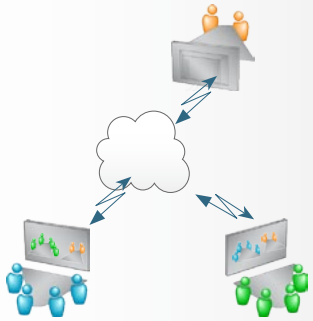
Every environment has its terminology, so also for video conferencing

Point-to-point vs. MultiSite

The term *point-to-point* refers to a video meeting with no more that two parties.

Conferences consisting of several participants are either:

- **MultiSite**, which refers to a video conference using your video system's built-in conference capabilities, or
- **MultiWay**, which refers to video conferences using external infrastructure.



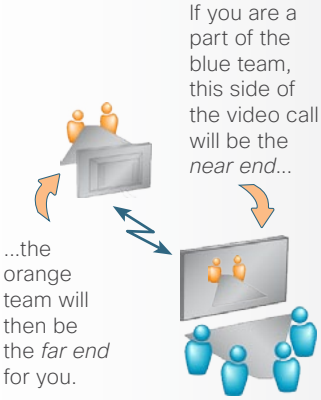
MultiSite and Multiway calls

In MultiSite and Multiway calls (i.e. video conferences with more than two participants) the term Far End will loose its meaning since it will not be unambiguous whom we refer to.

This means that some features normally available during point-to-point calls–like far end camera control–won't be available during MultiSite calls.

About near end and far end

In a point-to-point video call, your side is the *near end* and the other party represents the *far end*.



Dual video stream

Your video system supports the use of dual video streams in video meetings. This means that you can transmit and receive things like PC presentations and DVD footage during the video meeting (point-to-point as well as conferences), in addition to the usual video signal you receive and transmit. Dual video stream is an optional feature.

The wonderful thing about this is that it opens up for presentations of things made with tools that require PC-software only used by specialists.

One example could be the results of geological surveys in the oil business. A survey result presentation can be important for crucial decision making, but how do you show this to people located thousands of miles apart?

The answer is simple; hook up your PC to the video system, set it up for dual video stream and give your presentation as the second video stream!

Details about dual video stream usage can be found in the article ▶ Utilizing dual video stream.

The exact look of the screen during a dual video stream session is determined by the ▶ Setting the display layout.

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Selfview and camera control

Playing around with the remote control helps you understand what's happening

What is Selfview?

The term *Selfview* means the outgoing image. In a normal video call using the main camera, this will be the image of yourself. The **Selfview** button toggles the images between *Far End*, *Selfview* and *Dual Video Stream* (if applicable).

Selfview

Using Selfview outside calls

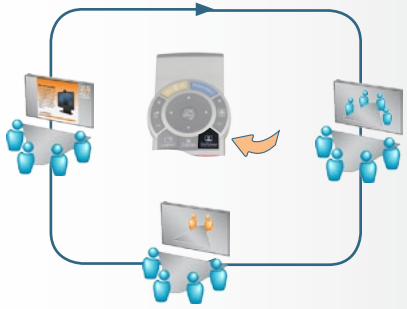
Pressing the **Selfview** key will switch between the near end video and a blank screen (or a logo, if uploaded by your administrator) on the main monitor.

Selfview and Point-to-point

In a point-to-point call, press the **Selfview** key once to switch from far end video to near end video to see a full screen picture of the outgoing video. Press **Selfview** again to go back to normal.

Point-to-point and dual stream

In a point-to-point call with a dual video stream, the duo video is displayed in the big picture. Press the **Selfview** button to toggle to the near end picture, then the far end picture, and finally back to the second video stream.



Controlling the camera

Most, but not all, of the TANDBERG meeting room video systems have cameras that can be controlled from the remote control.

- The TANDBERG Centric 1000 MXP, Compass, and Utility have fixed cameras that cannot be moved. Focus can, however, be adjusted manually.
- The TANDBERG Tactical MXP and Centric 1700 MXP both have a camera that can be moved up and down. Focus is adjusted manually even on these.

When you are in a point-to-point call you may also be able to control the far end camera, provided that the far end system has a remotely controllable camera–see the chapter ▶ In-call features.

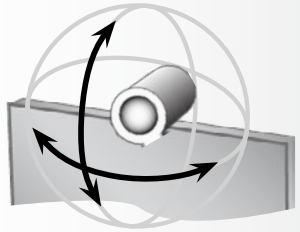
Controlling cameras at both ends

During a call you may control your own camera at all times by means of the **Arrow** keys as long as no menu is shown on the screen.

When you are in a point-to-point call you may also be able to control the far end camera, provided that the far end system has a remotely controllable camera. This is explained in the chapter ▶ Using camera control

Press the **Cancel** key to remove the main menu from the screen, if needed...

... and use the four ***Arrow*** keys to move the camera to the left, right, up and down.



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Defining camera presets

Use camera presets to make a quick move and zoom with the camera to see the person speaking

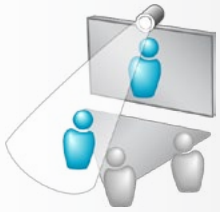
Sometimes there are many persons in the room during a video meeting. To make the person speaking easier to see it can be a good idea to zoom in on that person.

To make the zoom-in somewhat faster and more elegant, you may employ the predefined camera presets feature. These presets contain information about in which direction the camera should point as well as about the zoom setting. This is something you typically will prepare before the video meeting starts.

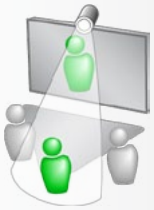
The feature applies to endpoints with cameras that can be controlled from the remote control only. Consequently, camera presets are NOT available for:

- TANDBERG Centric 1000 MXP
- TANDBERG Centric 1700 MXP
- TANDBERG Tactical MXP
- TANDBERG Compass/Utility

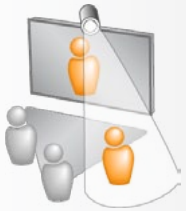
For the other MXP endpoints a total of 15 presets (0–14) can be defined.



Preset No. 1

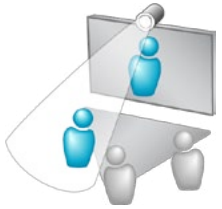


Preset No. 2



Preset No. 3

Storing camera presets as 0–9...



Use the ***Arrow*** keys to move the camera as described on the previous page.

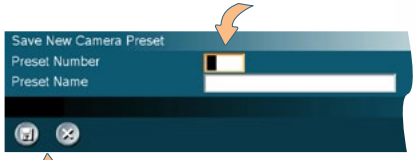
Then determine which preset number on the remote control the position shall be assigned to and press and hold the corresponding key for more than one second.

The current camera position is now stored as a preset.

Storing camera presets as any number 0–14...

In the main menu, move cursor to the **Camera Control** icon and press the ***OK*** key...

In the submenu appearing, move the cursor to the **Save New Camera Preset** icon and press the ***OK*** key...



Fill in the **Preset Number** (0–14) and optionally a **Preset Name** to make things easier to remember and to use.

Select **Save** and press ***OK*** to leave menu putting changes into effect, or select **Cancel** to leave undoing any changes.

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Using the screen as PC display

Letting the video system and computer share the monitor

Use as PC screen

If you want to use the video system screen as your PC screen, we recommend that your system administrator sets **Use Screen as Local PC monitor** to **On**. How to do this is described in the Administrator Guide for this product.

This implies that you can display your PC locally while having a video conference, and you can keep on working without risking that the ► far end can see what's on your PC screen.

We also recommend to have the **Auto Layout** setting set to **On** (default) to get a suitable layout when toggling from the local PC display mode to standard video conference mode.

Use the **Selfview** key to toggle between local PC display mode and standard video conference mode. An indicator tells you that your PC image is displayed locally.

Picture in Picture (PIP)

When **Picture Layout** is set to PIP, the **Layout** key makes it possible to see a second image in a smaller view in one of the corners of the screen. The second image will be placed on top of the main image. You are free to choose in which corner the second image is to be displayed (press the **Layout** key repeatedly).

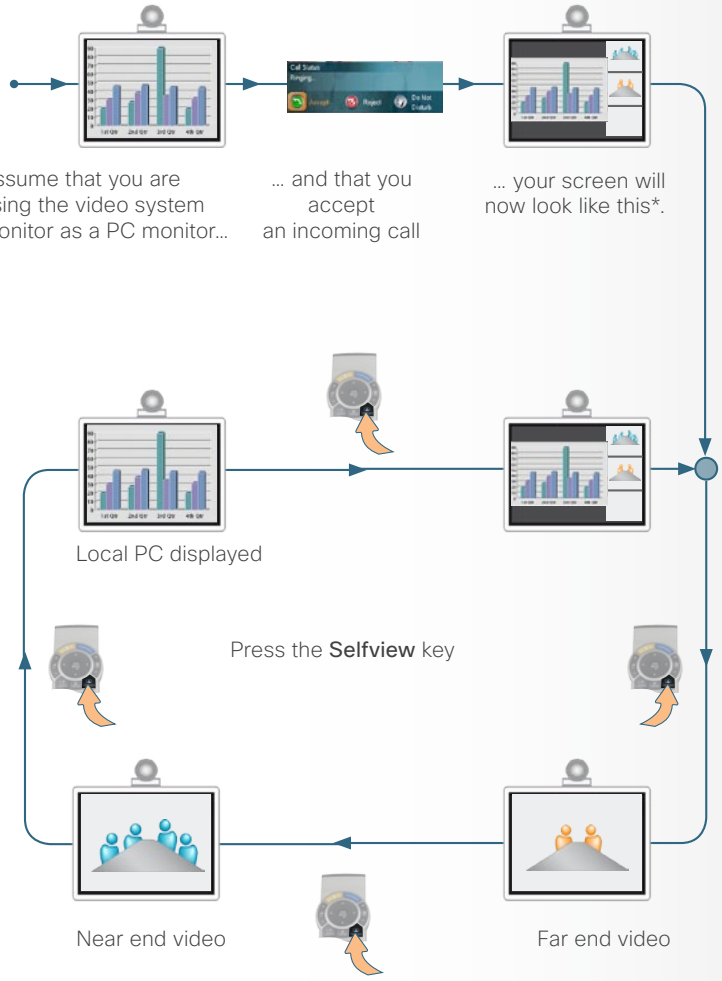
Picture outside Picture (POP)

When **Picture Layout** is set to POP, the Layout key makes it possible to see up to three images in a composition optimized for wide screens. The second image can be displayed either as a side-by-side the main image (1+1) or smaller images next to the main image (1+2 and 1+3).

Press the **Layout** key once to get a side-by-side view (1+1). Press again to get the layouts 1+2 and 1+3, and finally go back to full screen view. You can also go back to full screen directly by pressing and holding **Layout** for 1 second.

Example of POP (Picture outside Picture).

Example of PIP (Picture in Picture).



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Standby

About standby

The system will automatically go to standby mode when it is not in use. In standby mode, the screen(s) will turn black. It is, however, still possible to receive incoming calls.

The standby mode of the system should be enabled if the system is to be left idle.

Standby is not activated by switching off the power to the monitor(s). Some TANDBERG systems come with monitors that cannot be switched off.

If the system is set to be ▶ using the screen as PC display, the standby mode will be disabled when the system detects a video signal from the PC. When the PC video signal no longer is detected, the standby mode will be re-enabled.

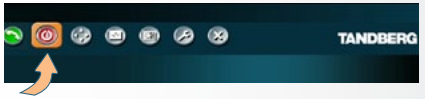
Leaving standby mode

When the system is in standby, pick up the remote control or press any key to activate the system again.

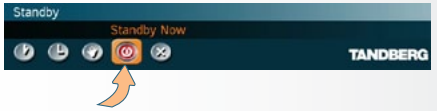
Entering standby mode

Outside a call, press ***OK*** to produce the main menu, if needed, and navigate to the **Standby** icon.

Press the ***OK*** key.



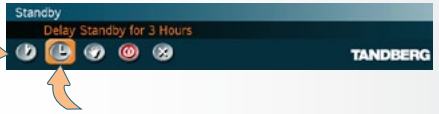
To enter standby mode *here and now*, navigate to the **Standby Now** icon and press the ***OK*** key.



However, if you instead want to postpone (delay) the standby for 1 hour or 3 hours, you should select one of the other icons before pressing the ***OK*** key.

The below example shows 3 hours delay highlighted (selected).

Select this icon to have standby postponed (delayed) by 1 hour.



Select this icon to have standby postponed (delayed) by 3 hours.

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The icons on the screen

To help you immediately realize the present status of important actions, states, and events taking place, there is a number of icons appearing on the screen, whenever applicable.

Some of these may be turned off, if you so wish. This is done from the **Control Panel** > **Icons**.

Observe that the **Control Panel** settings may have been password protected by your system administrator.

Microphone Off. This indicator is shown when the microphone is turned off. Press the **Mic off** key of the remote control to toggle between **On** and **Off**.

Volume Off. This indicator is shown when the volume is turned off. Press *Volume +* to turn the volume back on.

Dual Video Stream. Dual video stream activated is indicated by this icon.

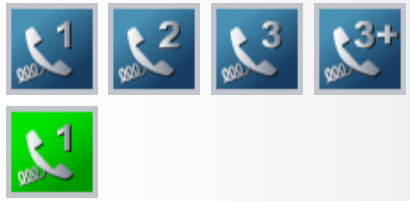
On Air. When you have the floor in a conference this is indicated by the **On Air** icon.

Not Secure Conference. This open padlock indicator is shown during the initialization phase for AES or DES encryption. During this period the call is not secure.

Secure Conference, AES. This double padlock indicator is shown when AES encryption (Secure Conference) is active.

Secure Conference, AES. This double padlock indicator is shown when AES encryption (Secure Conference) is active.

Bad Network. This indicator appears if the system detects network anomalies like packet loss, jitter etc., during a call. Open the menu by pressing the *OK* key and select the warnings icon too see details.



Telephone. This set of indicators is shown when there also are telephone only participants in a multi site conference.

Indications are given for 1, 2, 3 or more than 3 participants. Icons turn green when a telephone participant has the floor.

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Chapter 2

Making calls

In this chapter...

- Access codes
- To make a call dialing the number
- Altering call settings before calling
- Making calls using the phone book
- Ending an ongoing call
- Answering an incoming call
- Using the Do Not Disturb feature
- Streaming
- Calling two others at the same time
- Consultative transferring of calls
- Unattended transferring of calls
- About video conferences

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Access codes

Your TANDBERG system may, or may not, have been set up to require access codes to be typed in before a call can be made.

Access codes are used for two things:

- **Call restrictions.** These may be applied by installing a file of valid access codes that must be entered to permit calls to be made. This installation is typically made from TMS (TANDBERG Management Suite–available separately).
- **Billing opportunities.** Assume that an access code is needed whenever you make a call. Your company may have different access codes for the different clients of your company.

  Then, the access code used may be picked up by TMS to generate statistics on who is calling whom, when, and for how long time.

  This information may later form the basis for billing clients or departments. Observe that in this case there will be no strict need for installing an access code file on your system–TMS will still have access to the codes you have assigned to the calls. In this case any code entered will be considered valid.

Of course, the two applications may be combined to form a *billing system with call restrictions*. This will then become a system that acts as forced billing.

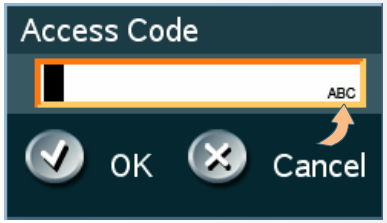
Access codes should be activated by your system administrator.

How to do this is described in the Administrator Guide which can be downloaded from http://www.tandberg.com/docs.

When the system asks for codes

When the system asks for access codes, a dialog box will appear, prompting you to enter a valid code.

Use the remote control to enter the code. Note that the system expects text entries, similar to when using a mobile phone to send text messages (sms)–see for details.



Text entries are expected.

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To make a call dialing the number

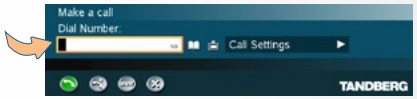
Making a call

1. Start by pressing the green *Call* key on the remote control...

... or select the **Call** icon of the main menu before you press *OK* key.

2. The **Call** menu is then displayed...

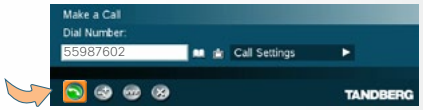
Enter the "number" here (it may consist of digits as well as letters) using the remote control.



3. Once you have finished entering the number, start calling by: ...

... pressing the green *Call* key on the remote control...

... or by navigating down to the green **Call** icon and pressing the *OK* key.

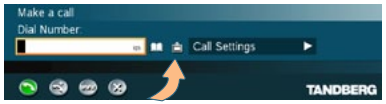


Instead of navigating down to the Call icon, you may also just press the *OK* key twice to start calling.

Video vs. telephone calls

Before you make a video or telephone call, make sure the system call type is set up accordingly.

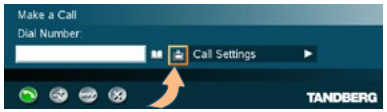
What type of calls the system has been set up to right now is indicated by a little icon to the left of the **Call Settings** field:



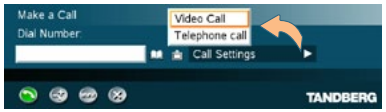
This icon shows that video calls are expected to be made.

This icon shows that telephone calls are expected to be made.

In order to change the setting, you must navigate to that icon:



Press the *OK* key on the remote control to display the submenu:



Assuming that you would like to make a telephone call in this example, you must navigate down to **Telephone call** to change it from **Video Call**. Press the *OK* key to put the changes into effect.

Repeat to select the other setting.

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Altering call settings before calling

About call settings

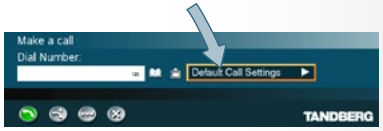
Normally, you would leave it up to the system to decide the optimal settings for a call, but sometimes a little tweaking may be beneficial. For this purpose there is a set of call settings that you may utilize to force a call to be the way you want.

These settings are:

- Choosing between ISDN, H.323 and SIP as network and protocol to be used.
- Bandwidth restrictions, if needed.

Once you have defined these call settings you may set these to serve as default call settings from now.

Navigate to the **Call Settings** field and press *OK* on the remote control...



Menu details

To gain access to the **Net**(work) settings, navigate to this and press the *OK* key to expand it. You will then have the following options:

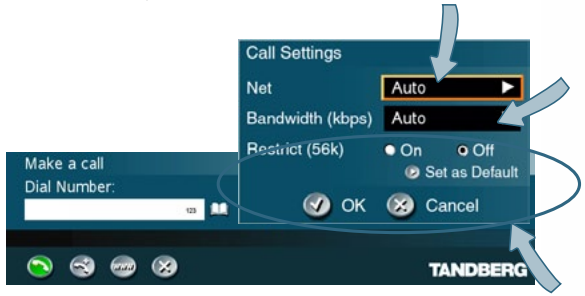
Auto. Leaves it up to the system to decide what to use (recommended).

ISDN. For ISDN capable systems only.

H.323. For H.323-based communication.

SIP. For SIP-based communication.

System. Defined by your administrator. Allows prefixes and suffixes for use with additional infrastructure equipment to be added automatically.



To gain access to the **Bandwidth** settings, navigate to this and press the *OK* key to expand it. You will then have the following options:

Auto. Leaves it up to the system to decide what to use (recommended).

Defined by you. Choose between 64, 128, 192, 256, 320, 384,
512 or 768 [kbps]

Max. The highest rate possible.

Restrict (56K). Used in the US to restrict the bandwidth whenever needed while communicating using ISDN.

Set as Default. Once you have made a set of settings, you may let these settings become the default settings from now on.

Navigate to **OK** and press the *OK* key to leave the menu putting changes into effect, or to **Cancel** and press the *OK* key to leave menu undoing any changes made.

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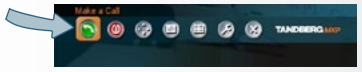
Making calls using the phone book

Making use of the phone book is time saving and prevents you from inadvertently calling the wrong number. The entries, often referred to as *contacts*, are sorted alphabetically. The contact names are displayed in the list and the telephone or video numbers of the selected contact will be displayed at the bottom line.

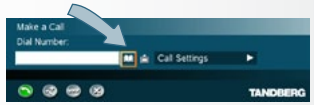
When selecting **Phone Book**, the phone book opens showing the folders **Placed Calls**, **Missed Calls**, **Received Calls** and **My Contacts**. There may also be a corporate phone book called **Global Contacts**. If so, such contacts will be listed below these folders.

... start by pressing the ***Phone Book*** key on the remote control...

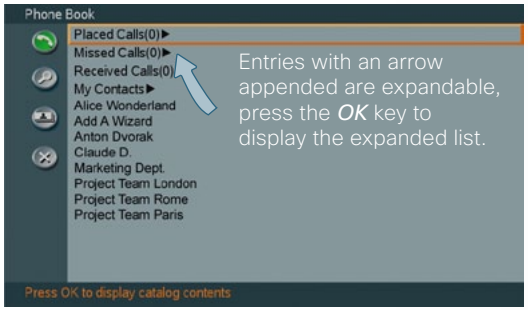
... or click on **Call** icon of the main menu...



... and then navigate to the **Phone Book** icon before pressing the ***OK*** key.



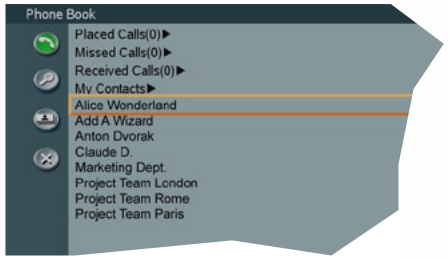
The phone book:



Use the ***Arrow*** keys of the remote control to navigate in the lists.

You may key in letters using the remote control to search in the list. The more letters, the more narrow the result list becomes.

Once you have located whom to call, navigate down to that entry by means of the ***Arrow*** keys ...



... and press the green ***Call*** key on the remote control to start calling the selected entry immediately.

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Ending an ongoing call

You end an ongoing call in the same way as you do when using a mobile phone– by pressing the red *End Call* key on the remote control. This will produce the **Call** menu.

Note! Switching off the monitor(s) using the power on/off switch on the monitor will not end an ongoing call. Some systems even come with monitors that cannot be switched off!

Ending conference calls

Ending a MultiSite call can only be done by the host. The host is the party that initiated the video conference.

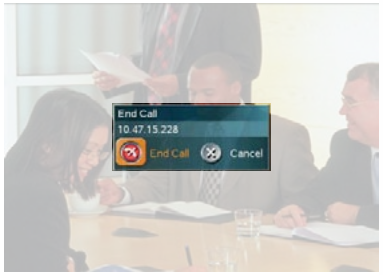
The other parties can disconnect themselves from the conference at any time, but they have no influence on the rest of the conference.

To end one or a few of the calls in a MultiSite video conference, navigate to the name of the call to be terminated and terminate that specific connection as if it were a simple point-to-point call.

Ending point-to-point calls

Press the *End Call* key or the *OK* key on the remote control...

This will cause the **End Call** dialog box to be displayed...



Then press the *End Call* key or the *OK* key on the remote control again...

Ending MultiSite calls

Press the *End Call* key or the *OK* key on the remote control...

This will cause the **End Call** dialog box to be displayed...

Then press the *End Call* key or the *OK* key on the remote control again...

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Answering an incoming call

Answering an incoming call can be automated if you so wish, or you can have the system set up so that it requires that you physically accept the incoming call by pressing the green ***Call*** key on the remote control or the corresponding icon on the screen.

About incoming calls and privacy

You may want to set up your system so that the microphone is switched off whenever you receive an incoming call.

The yellow ***Microphone Off*** key on the remote control can be operated to prevent callers from hearing you without your control. Press again to reactivate the microphone.

If the system is set up to automatically accept incoming calls with the microphone set to **On**, this is called setting **Autoanswer** to **On**.

Your system may, however, be set up so that it automatically accepts an incoming call, but with the microphone switched off. This is called setting **Autoanswer** to **On + Mic Off** and will require that you switch the microphone back on manually each time someone calls you.

To further increase the sense of privacy, you may also have your system set up so that you always must answer all incoming calls manually.

These settings are parts of the **Control Panel Settings** available. Your administrator may, or may not, have password protection activated to prevent unauthorized alterations of these and other settings. If in doubt, consult your administrator.

A message will be sent to the far end whenever you have disabled your microphone and/or your camera.

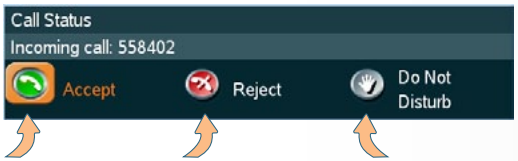
An alternative to this could be the use of the *do not disturb* feature (next page).

Want a different ring tone?

You are not stuck with the audio signal alerting you that an incoming call is on its way. This may be changed in the **Audio Settings** in the **Control Panel** section. Note that these settings may have been password protected by your administrator.

When someone calls you...

... this menu is displayed on the screen of your video system:



Navigate to here and press the ***OK*** key to accept the call.

Navigate to here and press the ***OK*** key to reject the call.

Navigate to here and press the ***OK*** key to activate **Do Not Disturb**.

This will not apply if **Do Not Disturb** already has been activated, nor will it apply if **Autoanswer** has been set to **On** or to **On + Mic Off**. See the next page for details.

Alternatively, you may use the keys of the remote control directly:

Press the green ***Call*** key to accept the call.

Press the red ***End Call*** key to reject the call.

If the microphone has been deactivated, press the yellow ***Mic off*** key to reactivate.

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Using the Do Not Disturb feature

Blocking incoming calls

There is a *do not disturb* function available on your system. When set to **On**, all incoming calls are blocked from your system.

Let us assume that the *do not disturb* function has not been activated. Choosing **Do Not Disturb** (as shown to the left) when receiving an incoming call will then do two things: It rejects the incoming call (in the same way as choosing **Reject**), and sets the *do not disturb* functionality to **On**.

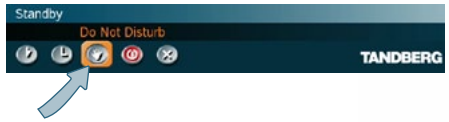
If you activate **Do Not Disturb** whilst in a call, this will block incoming calls for as long as your call is going on.

Whenever the *do not disturb* function has been activated, the far end will be informed that the called is busy.

Using Do Not Disturb

Use the feature as follows:

1. Outside a call, press the red ***End Call*** key. In the menu then appearing, navigate to the **Do Not Disturb** icon:



2. Press the ***OK*** key to activate this feature. The screen will turn black and the text **Press any key to clear Do Not Disturb** will be shown.
3. To reset the function, do just that (press any key).

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Streaming

Part 1: Setting up to broadcast your meeting to participants on the web

Streaming lets you broadcast your meeting to participants on the web. The web participants can view the meeting, listen to the meeting, see snapshots, but not participate themselves. Snapshots of current stream, selfview, far end and dual video streams are accessible via http.

The streaming source setting is not available when streaming only is supported outside a call.

Streaming settings

Address. This is defined as the IP-address of a streaming client, streaming server or a multicast address. Giving an address in the range 224.0.0.1–239.255.255.255 will broadcast the stream to any host that has joined the specified multicast group. Specifying normal broadcast address 255.255.255.255 will broadcast to any members on the LAN.

Address Port. If several codec's are streaming to the same IP-address, different ports have to be used in order for the client to know which stream to receive. If the first codec streams on port 2240 and the second codec on port 2250, the client has to specify which port to listen to. Video is transmitted on the specified port; audio is transmitted on the port number 4 greater than the specified video port, in this case 224444 and 2254.

TTL/Router Hops. This is used for streaming data to limit how many routers the data should pass before it is rejected. If TTL is set to 2, data will not traverse more than 2 router hops.

Streaming Source. The source used for streaming.

Auto: Enables streaming of both local and far end video. Selection of which site to be streamed is done using voice switching (the site that speaks is streamed).

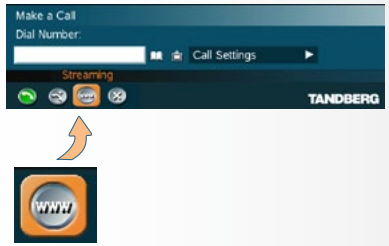
Local: Only the local video will be streamed.

Remote: Only the far end video will be streamed.

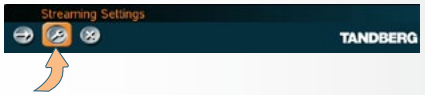
Local and far end audio is always streamed.

Setting up for streaming...

In the **Make a Call** menu, select the streaming icon and press the ***OK*** key on the remote control...



Select **Streamer Settings** and press the ***OK*** key again...



The **Streamer Settings** will now be displayed...

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Streaming

Part 2: Broadcasting your meeting to participants on the web

Streaming lets you broadcast your meeting to participants on the web. The web participants can view the meeting, listen to the meeting, see snapshots, but not participate themselves. Snapshots of current stream, selfview, far end and dual video streams are accessible via http.

Viewing the streamed content

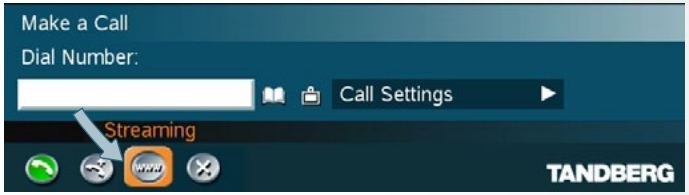
After streaming is started, an easy way to view the streamed audio/video on your PC, is to start your web browser and enter the IP-address of the streaming system.

Once the web page of the system is shown, click on **Streaming**. Alternatively, enter http://<codec/ip-address>/showstream.ssi.

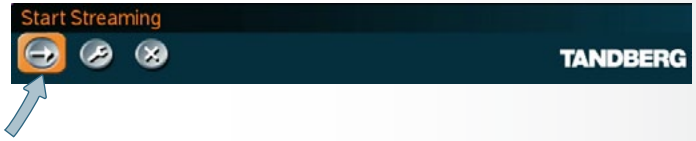
If in doubt, consult your system administrator.

Streaming a video meeting...

Whilst in a call, press the green ***Call*** key on the remote control and navigate to **Streaming**...



Press the ***OK*** key to produce the Streaming submenu. Navigate to **Start Streaming** and press the ***OK*** key...



During streaming the **Start Streaming** icon will change to **Stop Streaming**. Select this icon and press the OK key to stop streaming.

Ending your call will also halt the streaming.

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Calling two others at the same time

Non-MultiSite systems only!

The MultiSite capability is an optional feature in many TANDBERG systems. This feature gives you the possibility of arranging video meetings by calling several others and have you all connected together simultaneously. For more on this, see ▶ About video conferences.

Video systems *not* equipped with MultiSite may still call another party when already in a call.

Thus you may even here have two calls running at the same time. Note that the two parties will not be able to communicate with each other, only with you and only one at a time. The feature requires H.323 or SIP to work.

If you are not sure whether your system has this feature, contact your system administrator.

When you make an additional call, the party called first will be temporarily suspended. The message "Please wait" will appear on the screen of the party suspended.

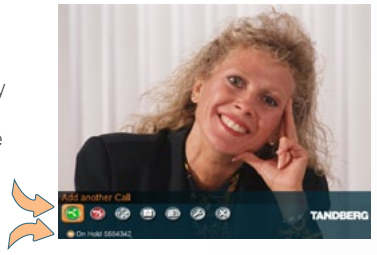
You may switch between the two parties you have called by navigating to the lowermost line in the main menu as shown on this page.

This feature is not available on systems with MultiSite installed.

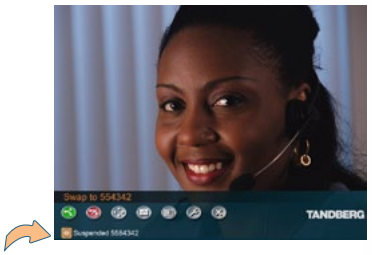
Both calls made must be SIP or H.323 in order to make this feature work. This feature is available on non-MultiSite systems only. If in doubt, ask your system administrator.

Calling two others simultaneously ...

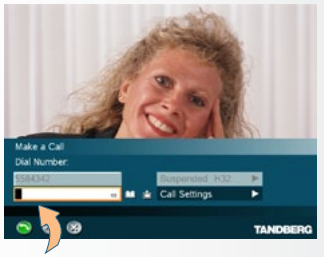
If you select **Add another Call** during a call (press the ***OK*** key on the remote control during the call) and then press the ***OK*** key again...



... the call currently active will be temporarily be set **On Hold**, which can be seen from this line.



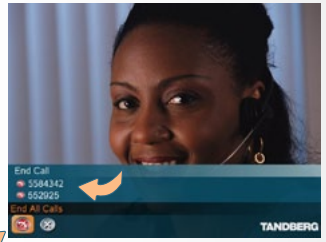
To switch between the two parties, navigate down to this line and press the ***OK*** key on the remote control.



Call the second party manually or by means of the phone book in the usual manner.

To terminate just one of the calls, use the ***Arrow*** keys to navigate to that number and press the red ***End Call*** key on the remote control. If you want to terminate both calls at the same time, press the red ***End Call*** key again.

To end any or both of the calls, press the ***End Call*** button on the remote control. The menu will then look something like this...



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Consultative transferring of calls

Non-MultiSite systems only!

During a call you may transfer the other party to a third party and disconnect yourself from the call.

Call transfer comes in two flavors:

Consultative transfer. (This page) takes place when you have called two parties at the same time (as discussed on the previous page) and decide that you want to connect the two, while at the same time disconnecting yourself.

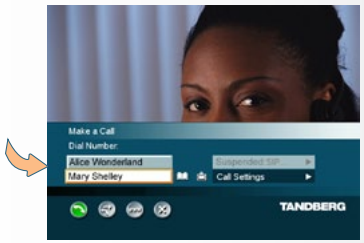
Unattended transfer. (Next page) This takes place when you transfer a call to someone else without already being in a video call with that party. Observe that unattended call transfer only works on non-MultiSite systems. Furthermore the feature applies to SIP calls only!

If you are in doubt whether your system is a non-MultiSite system or you have questions about SIP calls, contact your system administrator.

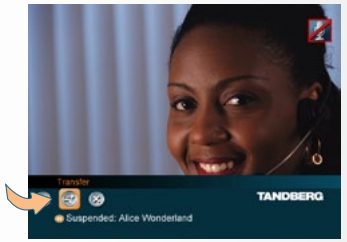
Transferring calls ...

Assume that you are already connected to two others at the same time—similar to what is outlined on the previous page.

One or both of these may have **called you.** There is no requirement that any of the calls must have been initiated by you.



To connect the two parties together and thereby disconnecting yourself, press the *OK* key on the remote control to display the **Call** menu (which now will have a slightly different look), navigate down to the **Transfer** icon, and press the *OK* key again.



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Unattended transferring of calls

Non-MultiSite systems only!

During a call you may transfer the other party to a third party and disconnect yourself from the call.

Call transfer comes in two flavors:

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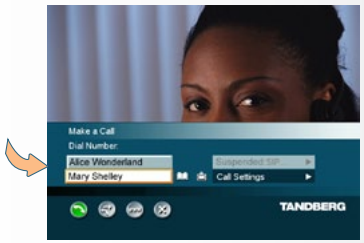
Unattended transfer. (This page) This takes place when you transfer a call to someone else without already being in a video call with that party. Observe that unattended call transfer only works on non-MultiSite systems. Furthermore the feature applies to SIP calls only!

If you are in doubt whether your system is a non-MultiSite system or you have questions about SIP calls, contact your system administrator.

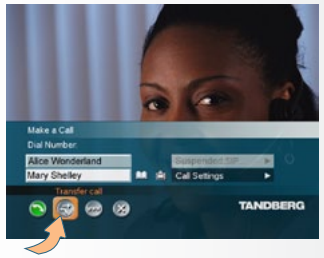
Transferring calls ...

Assume that you are already in a call with someone. If you now call another using the method described two pages back
► Calling two others at the same time

Both calls must, however, be of SIP type.



To connect the two parties together, navigate down to the **Transfer call** icon and click the ***OK*** key on the remote control.



The call will now be transferred and you will be disconnected.

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About video conferences

Part 1: The basics

Video conferencing systems quipped with the optional built-in MultiSite can handle several video calls and telephone-only calls simultaneously. How many depends on the type of TANDBERG video system you are using.

You may set up a video meeting with many participants in advance and/or you may add participants during a conference. This is called to add another call.

Observe that the ability to add calls is an optional feature, which your system may, or may not, be equipped with.

Systems without this option will have no **Add Another Call** icon in the menus.

Using phone book group entries

For your convenience, it is possible to add group entries to the phone book.

More on this can be found in ► Phone book usage.

IP and ISDN communication

Some TANDBERG systems use IP (Internet Protocol) for video communication, while others use ISDN as well as IP.

Observe that in order to be able to communicate with 3G mobile phones and to enable communication between ISDN- and IP-based systems, access to additional functionality hardware may be required.

Consult your system administrator or your TANDBERG representative for details.

How many participants?

This depends on the configuration of your TANDBERG system. The larger systems have an optional built-in MCU (Multi Conference Unit) opening up for 4-6 simultaneous participants plus extras on voice-only (telephone), while the smaller systems do not have this feature at all.

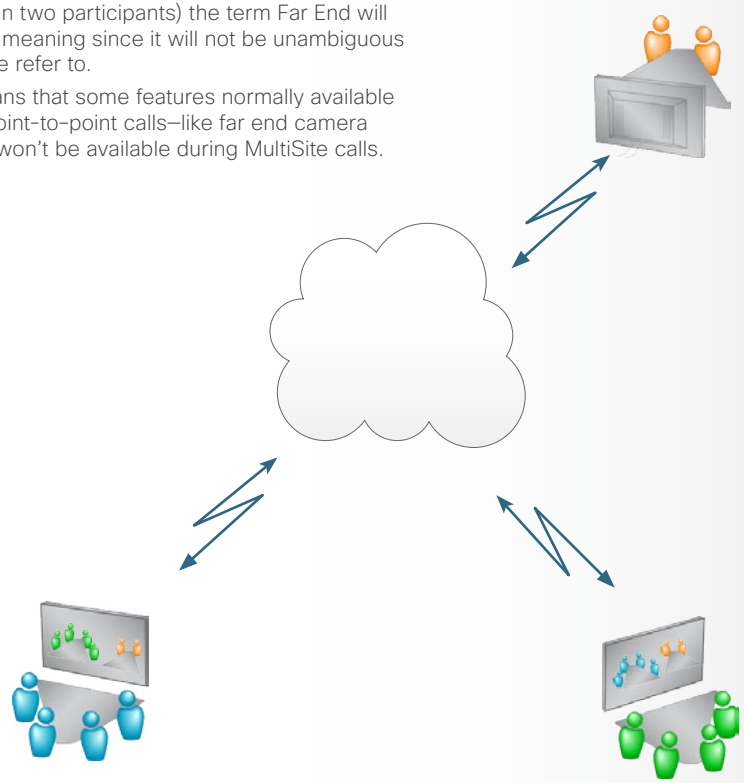
All systems can, however, be connected to a network containing external MCUs. These MCUs are capable of running several video conferences with many participants each, simultaneously. read more about this on the next page

To learn more about the actual configuration available in your system, contact your system administrator.

Conference calls ...

In MultiSite calls (i.e. video conferences with more than two participants) the term Far End will loose its meaning since it will not be unambiguous whom we refer to.

This means that some features normally available during point-to-point calls–like far end camera control–won't be available during MultiSite calls.



If you are the one who initiated the video conference, you are considered to be the host by the system.

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About video conferences

Part 2: Adding calls to a conference

The MultiSite feature

Conference systems with the optional built-in MultiSite can handle up to 4–6 video calls and up to 3 telephone calls simultaneously, depending on the system.

You may set up a video meeting with many participants in advance and/or you may add participants during a conference. This is called to *add another call*.

Observe that the ability to add another call is an optional feature, which your system may, or may not, be equipped with.

Systems without this option will not have the **Add Another Call** icon in the menus.

The Multiway feature

However, your system may be equipped with the MultiWay feature. This feature allows you to set up conferences with many participants from your video system.

MultiWay enables systems with no conference option installed to run complex video conferences with many participants.

The MultiWay feature requires the presence of an external MCU (Multi Conference Unit) and the TANDBERG VCS (Video Communication Server). The MCU will run the conference for you, if your system does not support conferencing.

Consult your system administrator to clarify whether this feature exists in your system, if needed.

Using phone book group entries

If you dislike the idea of having to look up each and every party to call every time you are about initiate a conference, you may like to know that you may add group entries to the phone book.

This is a handy feature whenever you want to set up meetings with the same group frequently.

More on this can be found in ► Phone book usage.

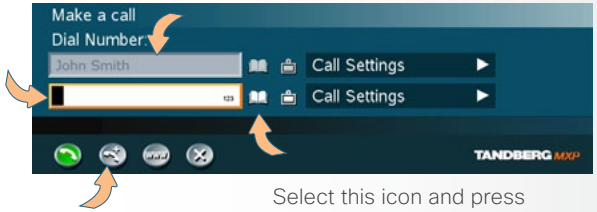
Adding calls to a conference...

Assuming that you already are in a call, press the *OK* key to produce the main menu, which now looks slightly different:

Select this icon and press the *OK* key to start adding participants...

The one you are already in call with.

Enter new "number" here.



The **Add Another Call** icon.

Select this icon and press the *OK* key to open the phone book as usual.

Once you have entered the second party to call, select the green **Call** icon and press the *OK* key, just press the green *Call* key on the remote control.

Repeat this process for as long as necessary (until the upper limit is reached for your system, of course).

You may also use the **Add Another Call** icon to specify everyone to be called before you actually call them.

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Chapter 3

Phone book usage

In this chapter...

- Basic phone book features
- Searching the phone book
- Adding new contacts
- Editing existing entries
- Creating MultiSite entries
- Editing and deleting MultiSite entries

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Basic phone book features

Getting started with the phone book

Your TANDBERG video system contains a phone book functionality, which is very similar to what you find in a mobile phone.

It contains lists of calls placed, calls missed and calls received. Furthermore, it has a section in which you can add your own list of contacts, and most corporate solutions will also include a corporate phone list.

This latter list is normally installed and maintained from remote by your system administrator through a management system like the TANDBERG Management Suite (TMS), which is available separately.

You cannot edit the corporate list yourself, but you may import any number of entries to **My Contacts**. Once imported they may, however, be edited *ad libitum*.

Changes in the corporate list made by your system administrator, will not affect the **My Contacts** list, so you may have to check and compare your own list to the corporate list from time to time.

Entries in **My Contacts** can be combined in groups, so that you can call an entire group simultaneously when you are about to be hosting a video conference.

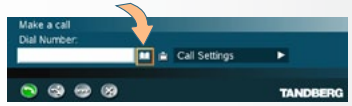
Navigating in the phone book

- Basic navigation in the phone book is done in the usual way by means of the ***Arrow*** keys of the remote control as well as the ***OK*** and ***Cancel*** keys.
- When positioned at a line with a small arrowhead appended, press the ***OK*** key to go one level down. Repeat, if needed, if there are more levels.
- Whenever you are at a lower level, the uppermost line contains the option of going **Back**–just navigate to this field and press the ***OK*** key.

Entering the phone book...

Press the ***Phone Book*** key on the remote control...

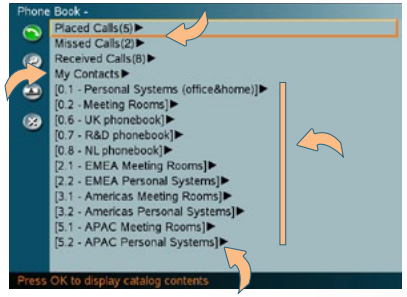
... or select the **Phone Book** icon in the **Make a Call** menu and then press the ***OK*** key:



This will cause the phone book to open...

The lists of calls you have placed, missed, and received.

Your personal list of contacts.



The corporate list.

The arrowhead appended shows that there is more than meets the eye here. Press the ***OK*** key to enter the sublist.

Calling an entry

Once an entry is located, just press the ***OK*** key to have the entry inserted in the **Call** menu and proceed by pressing the green ***Call*** key or via the green icon in the menu as usual.

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Searching the phone book

Using the Quick Search by Letters feature

You may use the *Quick Search by Letters* to find and entry. Whenever you are inside the phone book navigating in the list of entries, the numerical keypad automatically switches from **123** mode to **ABC** mode. To locate a specific entry, just type in the first letter as with a mobile phone. Observe that:

- You need to be within a folder in the phone book
- The quick search is made within that folder only.

If you are not sure which folder the contact resides in, you may instead use the search function outlined in the Fig. This search function searches within *all* the folders of your phone book.

When a search in the phone book is made by means of the **Search** function, contacts matching the search text are displayed only. Navigate to the **Back** line and press the ***OK*** key to return to the alphabetical list.

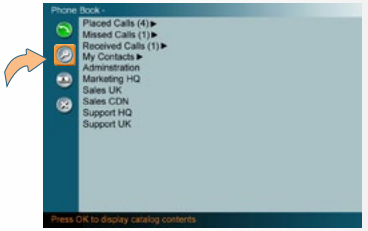
Entering text in the search field

Example: Entering **Alice 123** in the **Search** input field in the phone book:

1. Pressing 1 × ***2***-key gives **A**.
2. Pressing 1 × ***#***-key switches between **ABC** and **abc**.
3. Pressing 3 × ***5***-key gives **l**.
4. Pressing 3 × ***4***-key gives ***i***.
5. Pressing 3 × ***2***-key gives **c**.
6. Pressing 2 × ***3***-key gives **e**.
7. Pressing 1 × ***0***-key gives **space**.
8. Pressing 3 × ***1***-key gives **1**.
9. Pressing 4 × ***2***-key gives **2**.
10. Pressing 4 × ***3***-key gives **3**.

Searching the phone book...

Assuming that you have already opened the phone book use the ***Arrow*** keys to navigate to the Search icon and press the ***OK*** key...



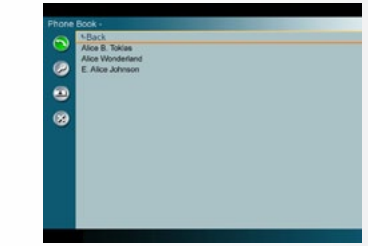
Enter the search string (the entry you are looking for) and press the ***OK*** key or move down to the **OK** icon and press the ***OK*** key.

(To leave the menu cancelling your search, press ***Cancel*** or move down to the **Cancel** icon and press ***OK***).

As an example, let us consider a search for the entry **Alice**...

In our example the result of this search returned three entries...

... to call any of them, navigate down to the one to call and press the ***OK*** key to copy the entry to the **Make a Call** menu.



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Adding new contacts

Contacts can be added manually or copied from phone book and call logs

New contacts can be added manually, from the call log or by copying from the corporate phone book (if existing). New contacts can be added to **My Contacts** only. Other entries are entered by you system administrator.

If you do video conferencing with many participants on a regular basis, you may want to create groups of contacts to be able to call them all in one go. Groups can only be made from entries already in the **My Contacts** list.

Adding a new contact from the call log

If you want to add an entry directly from any of the call logs, do as follows:

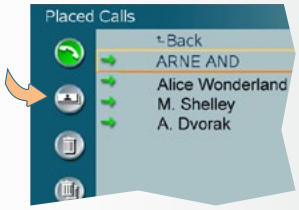
1. Go to the log, in which the entry to be added resides.
2. Navigate to that particular entry.
3. From that entry navigate left and down to the **New** icon.
4. Press the ***OK*** key and the entry will now be stored in **My Contacts**.

Copying from the corporate phone book

This is done in exactly the same way as when adding a new contact from any of the call logs:

- Go to where the entry to be copied resides and do as described above.

Once you have selected the entry to be added to **My Contacts**, move to this icon and press the ***OK*** key.



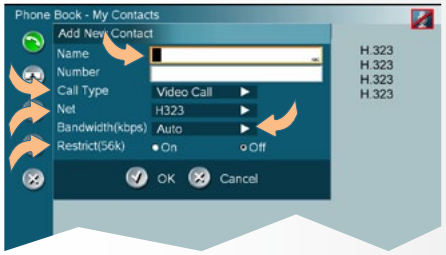
Adding a new contact from scratch...

To be able to add new contacts you must have opened the phone book and be located within **My Contacts**...

...then navigate to the **New** icon...

Press the ***OK*** key and enter name and "number" of the new contact...

Specify **Call type**, **Net**, **Bandwidth** and **Restrict** (ISDN systems only), if applicable. If in doubt, consult your system administrator.



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Editing existing entries

Contact information can be updated or removed from the phone book

You may edit and delete entries in **My Contacts** any time. Since updates in the corporate phone book(s) made by your system administrator will not affect **My Contacts**, you may have to use this feature from time to time when corporate phone book changes are made.

Observe that you cannot edit any other parts of your phone book except the contents of your call logs, all of which entries can be copied to **My Contacts** (as described on the previous page) or they can be discarded.

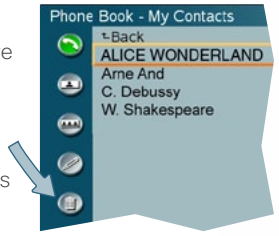
Discarding an entry

Entries in My Contacts and in any of the call logs may be discarded at any time.

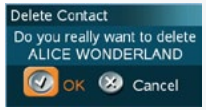
Do as follows:

1. Go to where the entry to be discarded resides, this can only be one of the call logs or **My Contacts**.
2. Navigate to that particular entry.
3. From that entry navigate left and down to the **Delete** icon:

Once you have selected the entry to be discarded, move to this icon and press the *OK* key.



4. Press the *OK* key and the following dialog box will appear:

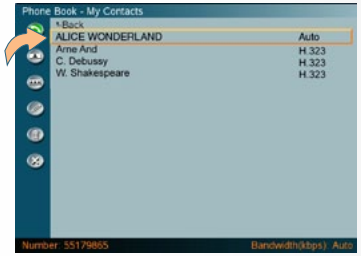


5. Press the *OK* key to leave menu undoing any changes.

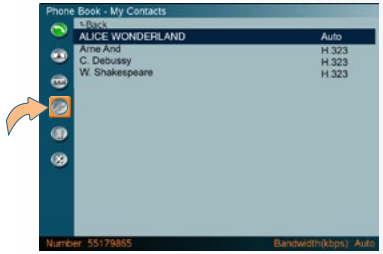
Editing an entry...

Editing can only take place among entries in **My Contacts**.

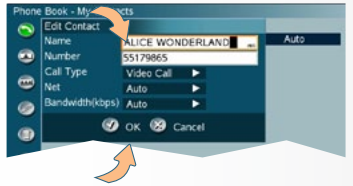
Start by selecting the entry to edit...



...then navigate to the left and down to the **Edit** icon and press the *OK* key...



Edit the contact...



Navigate down to the **OK** and press the *OK* key to leave the menu putting changes into effect.

Or, navigate to **Cancel** and press the *OK* key to leave menu undoing any changes.

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Creating MultiSite entries

Part 1: Creating the MultiSite Contacts group

About Multisite and Multisite entries

Assume that you frequently use your video system to set up MultiSite video meetings involving the same persons every time.

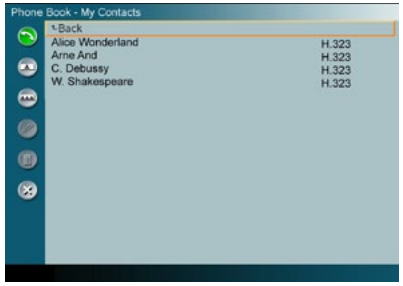
Wouldn't it be nice to be able to set up the video meeting with just a few clicks?

Enter *MultiSite Contacts*. You may assign contacts already in your phone book to a MultiSite group. This group will in turn form a MultiSite Contact. When setting up a video conference, all members of a particular MultiSite Contact will then be connected automatically, so you won't have to call them one by one!

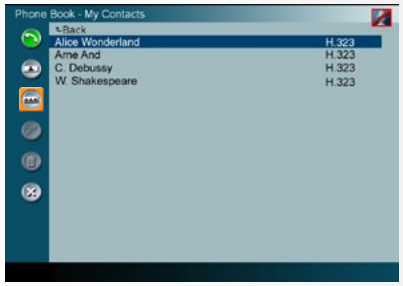
My Contacts can hold up to 50 MultiSites Contacts.

Entries in **My Contacts** can be members of as many groups as you like.

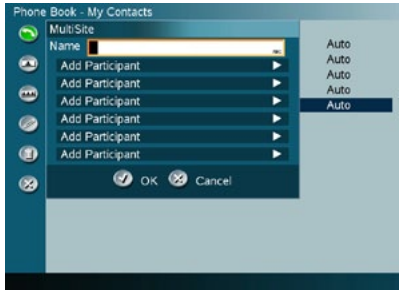
- MultiSite contacts can only be recruited from **My Contacts**.
- MultiSite Contacts is an optional feature, which may or may not be installed on your system. Contact your system administrator or your TANDBERG representative for details.
- The exact number of simultaneous video and telephone participants your TANDBERG video system actually supports is configuration dependent, i.e. whether you depend on your system's built-in MultiSite capabilities, and whether additional infrastructure products like external MCUs are available. If in doubt, contact your system administrator.



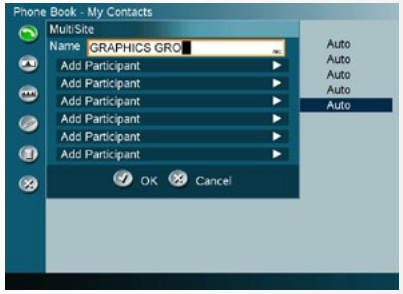
1. Open **My Contacts** as described on the previous pages...



2. Navigate to the **Create MultiSite Contacts** icon...



3. Then press the ***OK*** key to open the MultiSite dialog box...



4. Enter a descriptive name for the group. ..

Continued on the next page...

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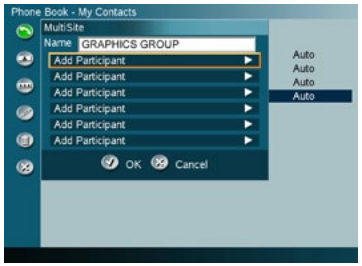
Creating MultiSite entries

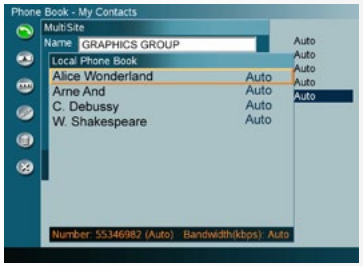
Part 2: Adding members to the MultiSite Contacts group

Observe the following:

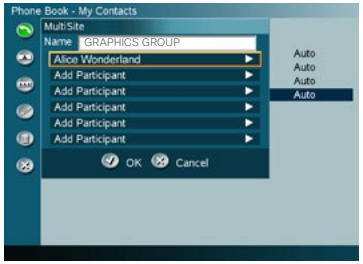
- My Contacts can hold up to 50 MultiSites Contacts.
- Entries in **My Contacts** can be members of as many groups as you like.
- MultiSite contacts can only be recruited from **My Contacts**.
- MultiSite Contacts is an optional feature, which may or may not be installed on your system. Contact your system administrator or your TANDBERG representative for details.
- The exact number of simultaneous video and telephone participants your TANDBERG video system actually supports is configuration dependent, i.e. whether you depend on your system's built-in MultiSite capabilities, and whether additional infrastructure products like external MCUs are available. If in doubt, contact your system administrator.



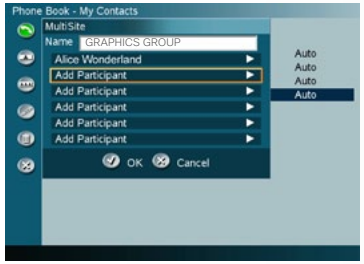
1. Navigate down to the first line below the **Name** field...



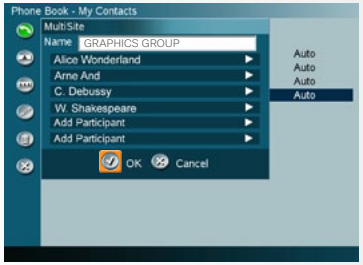
2. Press the *OK* key to show the contents of the **My Contacts**, allowing you to choose participants...



3. Press the OK key to have your selection inserted in the MultiSite Contact list...



4. Move down to the next **Add Participant** and repeat the procedure until you have added the participants you want to add...



5. Once all the participants have been added, move down to **OK** and press the *OK* key to leave the menu putting changes into effect.

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Editing and deleting MultiSite entries

Adding and removing members

Entries can be viewed to inspect whom the participants of the group are, in addition any number of the participants may be replaced or removed and finally any MultiSite entry may be deleted at all times.

Edit a MultiSite entry

To view who is part of a certain MultiSite entry, move to that specific entry in **My Contacts** and press the *OK* key.

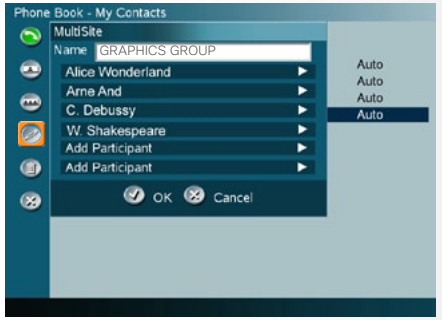
Deleting a MultiSite entry

To delete an entire MultiSite entry, navigate down to that entry in **My Contacts** and do as described in *"Discarding an entry" on page 35*.

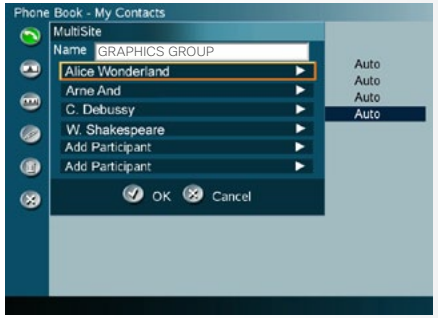
To edit the participants of a group ...

Within **My Contacts**, select the MultiSite entry to be edited and use the *Arrow* keys to move to the left and then down to the **Edit** icon, as shown here.

Press the *OK* key.



Move to the member of the group to be edited using the vertical *Arrow* keys. Use *Cancel* to delete a member leaving the position empty and *OK* to change to another member.



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Chapter 4

In-call features

In this chapter...

- Using camera control
- Using camera presets
- Running presentations
- Dual Video Stream
- Snapshots
- Controlling far end video sources
- Text chatting in video calls

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Using camera control

Pan, tilt and zoom the far end camera (and your own)

Using far end camera control

This is a feature that lets you pan, tilt and zoom the far end camera. If **Far end presets** are available, you may access these as well. This feature requires an electrically movable camera at the far end–i.e. communication between e.g. two TANDBERG 1700 MXP units will not provide far end camera control since the camera on this model is subject to manual movements only.

- This feature is not accessible in MultiSite video meetings, since the term *far end* will loose its meaning when there are more than two parties in a call.

Using near end camera control

Provided that your own video system has a camera that can be controlled from the remote control, you may, of course, just as well control your own camera during a call.

To utilize near end camera control:

- Do as described in the Figs 1-5, but be sure to select the **Near End** tab in Fig. 2 instead.

This feature is always accessible, irrespective of whether you are in point-to-point calls or in MultiSite calls.

1. While in a call, press the *OK* key to produce the main menu and then navigate to the **Camera Control** icon...

2. Then press the *OK* key and navigate to the **Far End** tab to control the far end camera and to the **Near End** tab to control your own camera...

3. Now, navigate down to the **Camera Control** icon of the selected tab to prepare to control the camera (Far end is used in this example)...

4. Press the *OK* key to enable the camera control. Four arrowheads will now appear indicating which *Arrow* key to use on the remote control to move the Far End camera to the left, right, up, and down.

Navigate to here and press the *OK* key to exit the **Camera Control** mode as such.

Use the *Zoom* keys on the remote control to zoom in and out.

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Using camera presets

Move the far end camera (and your own) using presets

Using far end presets

The far end may use camera presets to easily vary between predefined camera angles in their own end. Thus they eliminate the need to move their camera about in a manual way.

Your video system may get access to these settings. If no presets have been stored and you try to access far end presets, nothing will happen.

This feature is not accessible in MultiSite video meetings, since the term *far end* will loose its meaning when there are more than two parties in a call.

Using near end presets

If your system supports camera presets, you may define such presets in advance, see ▶ Defining camera presets for more on this.

The advantage of using camera presets lies primarily in the ability to have the camera jump directly to a predefined angle and focus.

If you assign a preset to every person's physical position, you may switch between these views as people talk in order to provide a close-up of the person talking.

Some meeting rooms include a whiteboard. Assigning a preset to show the whiteboard will save time and effort every time the white board is used for a presentation.

To utilize your near end presets:

- Do as described in the Figs 1–5, but be sure to select the **Near End** tab in Fig. 2 instead.

This feature is always accessible, irrespective of whether you are in point-to-point calls or in MultiSite calls.

In a call, the numerical keypad of the remote control can be used to access the 9 first presets directly. Just push the corresponding numerical key. This will not work if you are in a menu expecting alphanumeric entries.

1. While in a call, press the ***OK*** key to produce the main menu and then navigate to the **Camera Control** icon...

2. Then press the ***OK*** key and navigate to the **Far End** tab to control the far end presets and to the **Near End** tab to control your own presets...

3. Now, navigate down to the **Camera Presets** icon of the selected tab to prepare to control the presets (Far end is used in this example)...

4. Press ***OK*** to enter the **Presets** menu. Navigate to the preset required and press ***OK*** again to utilize.

5. A total of 15 (numbered 0–14) presets are available. To access **Presets 7–14** navigate to **More Camera Presets** and press ***OK***. To exit this mode select **Back** and press ***OK*** in the usual manner.

More camera presets

Navigate to here and press the ***OK*** key to exit the **Camera preset** mode.

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Running presentations

Sharing information

The presentation functionality in the system enables you to show other available video sources in addition to your main camera.

This is perfect for meetings where you would like to show a PowerPoint presentation, for example. You can even use ***Arrow*** keys up and down on the remote control to activate ***Page Up/ Down*** on the PC (this applies when using ▶ VNC only).

You can also use the presentation feature outside a call to make a local presentation for the people in your own meeting room and when you are in a call use it to make a presentation for the far end as well.

The quickest way to show a presentation is to use the ***Presentation*** key on the remote control. Pressing the ***Presentation*** key causes a predefined video source to be shown, PC is the default.

Use dual video stream if possible

Video systems equipped with the optional ▶ dual video stream provides the opportunity to show two different live video streams simultaneously, main video and one additional source. This is handy when showing a presentation. You will then let the others see the live presentation along with the live video of the presenter–simultaneously.

If in doubt, consult your system administrator to find out if your system has this capability.

More on this can be found on the following page.

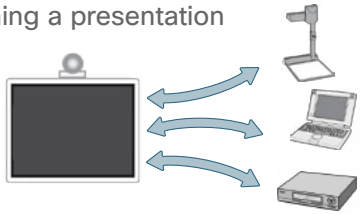
Not all system have all choices

The larger video systems have all the presentation source choices available, while the smaller systems have a subset only.

The following systems have all sources:

TANDBERG MAESTRO *MXP*
TANDBERG TACTICAL *MXP*
TANDBERG 3000 *MXP*
TANDBERG 6000 *MXP*
TANDBERG 8000 *MXP*

Running a presentation

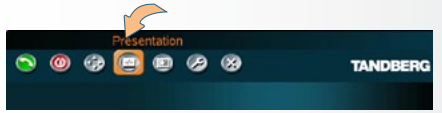


1. Connect your presentation source to your video system...

2. Press the ***Presentation*** key on the remote control to enter **Presentation** mode, then do your presentation.

If you need to specify the presentation source...

Press the ***Presentation*** key and hold it for a second...



...or navigate to the **Presentation** icon in the main menu and then press the ***OK*** key...

The green circle indicates the default setting.

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Dual Video Stream

Sharing information using two video streams

Video systems equipped with the optional *dual video stream* provides the opportunity to show two different live video streams simultaneously, main video and one additional source. This is handy when showing a presentation. You will then let the others see the live presentation along with the live video of the presenter–simultaneously.

When you start a presentation, the second stream starts automatically if both local and remote system supports dual stream. If one of the systems does not support dual stream, no second video stream will be established and your presentation will be shown as your main video instead.

In a MultiSite meeting, dual stream will be established if at least two systems support it. Those not supporting it will get no second stream–they will see the presentation, but nothing else.

No dual video stream?

The dual video stream ability is an optional feature, but available as retrofit. Contact your system administrator or your TANDBERG representative for details.

Dual stream and bandwidth

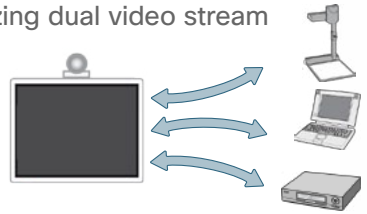
When using dual stream, the quality automatically downspeeds to the optimal bandwidth. This means that you need higher quality to allocate enough bandwidth for the two video streams. The second stream borrows bandwidth from the main video stream. When second stream is closed, the bandwidth is returned to the main video.

Note that when selecting the document camera or PC, the system will automatically ▶ request floor when connected to an MCU conference as MultiSite host or when connected to an external MCU.

Your administrator may specify the amount of bandwidth allocated to presentations. If you frequently run video presentations, you may want to have a higher bandwidth than if you stick to static Powerpoint presentations.

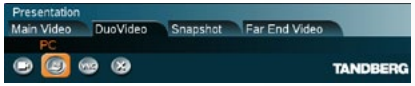
This setting can be adjusted in the **Control Panel** by your system administrator. Note that this setting may be password protected.

Utilizing dual video stream



1. Connect your presentation source to your video system...

2. Press the ***Presentation*** key on the remote control to enter **Presentation** mode.



3. The **Presentation** menu will now be displayed. Navigate to the **DuoVideo** tab and then down to the source to be used for your second stream presentation.

4. You are free to choose whether the second stream shall be your camera or your presentation, in other words you are free to choose which source shall play which role.

5. Here is an example showing dual stream used in a MultiSite meeting with three participants and a presentation.

This icon appears to show that dual video stream is active.

6. End the dual video presentation by pressing the ***Presentation*** key again.

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Snapshots

When you are in a call with a system that does not support dual video stream

The system can take a snapshot of your live video. Snapshot is handy when you are in a call with a system that does not support dual video stream. Use the snapshot feature to show a snapshot of your presentation and continue the meeting with main camera.

Your video system can send snapshots in a point-to-point video meeting only, sending snapshots in MultiSite meetings is not supported.

The following should be observed:

- When displaying a snapshot, it will always be the latest snapshot taken that is displayed, regardless of which end (near or far) took it.
- Any snapshot taken is deleted once the call is terminated.
- The snapshot feature uses H.261 Annex D. Consequently it will fail to work when using H.264 video compression.

Taking a snapshot using the remote control

In a point-to-point call press the *Snapshot* key (the * key).

If the **Number Key Settings** menu has been set to **Touch Tones**, pressing the *Snapshot* key will not be interpreted as snapshot, but as a touch tone.

The **Number Key Settings** must have been set to something else to make the key work as a *Snapshot* key. This is done in the Control Panel of your system. Your system administrator may have password protected this area.

Likewise, this will not work when you are in an input field requiring numerical or text entries. The * will then be interpreted as just *.

Taking a snapshot using the menu...

In a call, press the *OK* key to produce the main menu and navigate to the **Presentation** icon...

... then press the *OK* key to display the *Presentation* menu. Navigate to the **Snapshot** tab and then down to the **Take New Snapshot** icon. Press the *OK* key to take a snapshot and send it to the far end.

Displaying a snapshot...

In a call press the *OK* key to produce the menu line, if needed, and navigate to the **Presentation** icon...

... then do as above, but select **Display Snapshot** instead. Press the *OK* key to display the snapshot.

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Controlling far end video sources

Getting access by means of the far end video controls

In point-to-point video calls your system may be connected to a far end system with several inputs for various video sources. You may actually get access to these by means of the *far end video* controls.

Your system can access the inputs only. The far end may have connected other sources to the inputs than the input names normally should suggest.

When the far end system is a TANDBERG system both parties will be notified when one party tries to access one of the video sources of the other party. This may, or may not, take place with systems from other vendors as well.

A text will be displayed for some seconds at the top of both parties' screen indicating the input source accessed. Example: **PC**.

If you display the other party in full screen, this will be the only indication you get when the other party is accessing any of your video sources.

If you set the screen to display both parties you will see what the other party sees, since both incoming and outgoing video are displayed on your screen.

This feature is not accessible in MultiSite video meetings, since the term *far end* will loose its meaning when there are more than two parties in a call.

Accessing far end video sources

Being in a call, press the ***OK*** key to produce the main menu. Then do as follows:

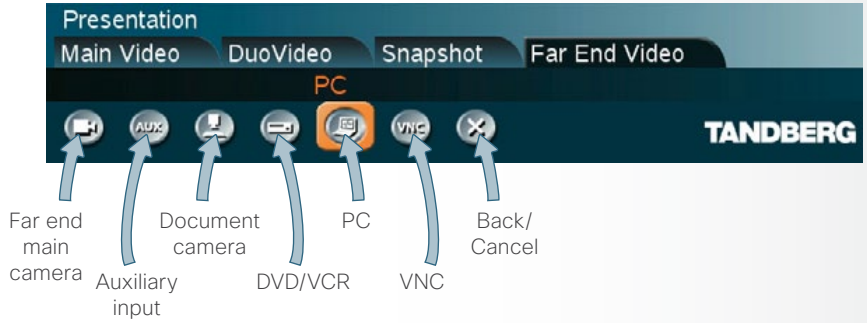
1. Navigate to the **Presentation** icon and press the ***OK*** key.

2. Navigate to the **Far End Video** tab and then navigate down to the icon corresponding to the source whose contents you would like to have displayed on your screen.

Not all system have all choices

The larger video systems have all the presentation source choices available, while the smaller systems have a subset only.

Far end video source options...



The options shown are valid for a large TANDBERG video system only, smaller systems have less options–see text to the left for details.
Likewise systems of other brands may have different options available.

What is VNC used for?

Imagine you want to present contents residing on a PC located elsewhere. You may then use an application known as PC SoftPresenter to display PC images on your system without using a VGA cable (PC Presenter). The system and your PC must be connected to the same LAN. In addition, **VNC** (Virtual Network Computing) server software must be installed on your PC.

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Text chatting in video calls

Use your video system to send and receive text messages while in a call

You may use your video system to send and receive text messages using the chatting function available.

All you need to do is to select the **Text Chat** function and use the keypad as you would when sending text messages (SMS) using your mobile phone.

Observe the following:

- Once you enter **Text Chat** mode, the dialog box expects alphanumerical entries via the remote control.
- This will not work unless the far side **a)** supports text chat, and **b)** has activated that feature.
- Text chatting applies to point-to-point video meetings only.

Using the number keys in text fields

Whenever text entries are expected by the system, a small **abc** or **ABC** appears in the right lower corner of the entry field. For entry fields expecting numbers, **123** will appear instead. In text mode, entries from the number keys are automatically interpreted as text entries in the same way as on a mobile phone.

Guidelines:

- Press the key that corresponds to the required letter as many times as needed to produce that letter.
- Switch between lower case (**abc**) and upper case (**ABC**) letters with the ***# a/A*** key.
- Switch between text mode (**abc**) and number mode (**123**) by keeping the ***# a/A*** key depressed for more than a second.
- To insert space, press the ***0 _*** key.
- To insert the **@** sign, press the ***1***-key twice, while the keypad is in text mode.
- To insert the **.** sign, press the ***.**-key once, while the keypad is in number mode.
- To write digits and numbers in a text input field, repeatedly press the corresponding key until the digit appears.

Chatting with the other party...

1. In a call press the ***OK*** key to display the menu and navigate to **Services**.

2. Navigate to the **Text Chat** icon.

3. Press the ***OK*** key and start your text chatting by pressing the keys on the remote control.

4. Press the ***OK*** key to end the chat and return to the **Services** menu.

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Chapter 5

Video conferencing

In this chapter...

- About video conferencing
- Request and release floor
- Layout
- Terminal names

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About video conferencing

Understanding the video system basics

A video call involving more than two participants is called a video conference or a MultiSite call.

A multitude of TANDBERGs video endpoints are capable of initiating video conferences. To be able to do this the endpoints must have a built-in MCU (Multipoint Control Unit). This is an optional feature that may, or may not, be installed in your video endpoint.

Some video endpoints are without this optional built-in feature. They can, however, participate in video meeting initiated by others.

Observe that the infrastructure of your video network may contain *external* MCUs. These are devices dedicated to handle several simultaneous video conferences, each with many participants.

Consult your system administrator for information on how to utilize external MCUs, if applicable.

Who becomes the host?

The host of a video conference is the endpoint to which all the others are connected. In other words, the one that initiated the conference.

If two systems both supporting MultiSite have established their own video conference independent of the other and one of these two call the other, cascading will take place. This means that you may have more participants in total than a single system supports. In this case, the host will be the one calling the other.

The host has the right to terminate the connection to any of the participants. The participants cannot control any of the others, but may disconnect themselves from the meeting at all times.

Request, release, and assign floor

When you ▶ request the floor, your video will be broadcasted in full screen to all other participants in the conference. Request floor is useful when you want to speak or display something in front of all the other participants.

Similarly, you may ▶ release the floor when you are done and make the floor available to other participants in the conference. An indicator appears when you have the floor and disappears once you release it.

If your system is the one who initiated the meeting, you will be the host of the meeting and you will then be able to ▶ assign the floor to others.

Split screen & voice switching

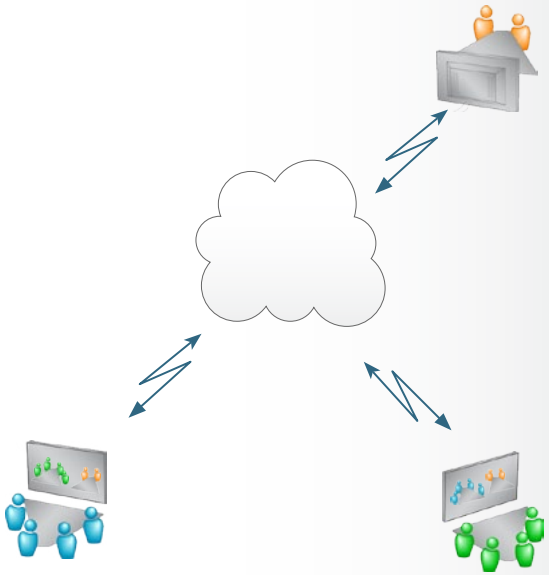
In order to be able to see all the participants all the time, the screen may be set in **Split Screen** mode, dividing the screen into several images. When set up for ▶ voice switching the system will give priority to the participant speaking loudest.

Layout

When you are the host of a video conference, you have control of the ▶ main conference image layout. The layout chosen by you is transmitted to the other participants as a single image and its layout cannot be changed by them. However, they may configure their own screen using the ***Layout*** button on the remote control. Their choices are the image you send out in full screen, or in a side-by-side layout–your image and their selfview.

In MultiSite calls (i.e. video conferences with more than two participants) the term *far end* will loose its meaning since it will not be unambiguous whom we refer to.

This means that some features normally available during point-to-point calls–like far end camera control–won't be available during MultiSite calls.



If you are the one who initiated the video conference, you are considered as the host by the system.

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Request and release floor

Giving the screen to the party speaking

When you request floor, your video will be broadcasted as the large picture to all other parties in the conference. **Request floor** is useful when you want to speak or display something in front of all participants.

Select **Release Floor** and press the *OK* key when you are done to make the floor available for other parties in the conference.

An indicator appears in the upper right corner when you have the floor and it disappears when you release floor.

Assigning floor

If your system is the one connected to all the other systems, you will be the host of the meeting and you will be able to assign the floor to others.

Automated jumping to full screen

You may have your system administrator set up the system to switch to full screen each time someone requests the floor.

This is done in the **Control Panel**–see **Floor to Full Screen** in **Settings** > **Video**. More information on this can be found in the *Administrator Guide* which can be downloaded from http://www.tandberg.com/docs.

Observe that you may not have access to these settings, as they may have been password protected by your system administrator.

Requesting and releasing floor...

1. In the main menu, navigate to **Services** and press the *OK* key...

2. Navigate to the **Request Floor** icon and press *OK* to request floor. Once you have the floor, the icon changes to **Release Floor**. Press *OK* to release floor again.

Assigning floor...

1. Navigate to the **Services** submenu in the same way as when requesting floor (above) and then navigate to **Assign Floor** and press *OK*.

2. Select whom to assign floor to and press *OK*.

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Layout

Determine the conference video layout

When you are ▶ the host of a video conference, you have control of the main conference image layout. The layout chosen by you is transmitted to the other participants as a single image and its layout cannot be changed by them. However, they may configure their own screen using the ***Layout*** button on the remote control. Their choices are the image you send out in full screen, or in a side-by-side layout– your image and their own selfview.

The layout options available

There are altogether four layout options available:

- **Auto Split** will give you the best screen layout given the number of participants:

- **4-split** divides the screen into four images of equal size:

- **5+1** provides 1 large and 5 smaller images:

- **Voice switched** will cause the participant speaking loudest to get the floor in full screen:

Setting the display layout

1. In the main menu, select the **Services** icon and press the ***OK*** key...

2. In the submenu, navigate to the **Layout** icon and press the ***OK*** key...

3. Select your preferred Layout option and press the ***OK*** key.

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Terminal names

See who participates in the meeting

You may want to see a list of all the participants in a video conference. For this purpose there is a list of the terminal names available.

Displaying terminal names...

1. In the main menu, select the **Services** icon and press the *OK* key...

2. In the submenu, navigate to the **Terminal Names** icon and press the *OK* key...

3. The list of terminal names will now be shown.

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